

**118<sup>th</sup> MAINTENANCE COMPANY (DS)  
ABSENCE WITHOUT LEAVE ABATEMENT  
STANDARD OPERATING PROCEDURES**

**(118<sup>th</sup> AWOL ABATEMENT SOP)**

**Supplementation or modification of this SOP is prohibited without prior approval of the Commander. This SOP will be reviewed annually by the Commander and within 60 days after assumption of command.**

## 1. References.

a. AR 630-10 – Absence Without Leave, Desertion and Administration of Personnel Involved in Civilian Court Proceedings.

b. NGR 600-200 – Enlisted Personnel Management.

c. AR 135-91 – Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures.

d. AR 135-178 – Army National Guard and Army Reserve Enlisted Administrative Separations.

e. AR 635-200 – Enlisted Personnel.

f. 118<sup>th</sup> Attendance SOP

2. Purpose. The purpose of this SOP is guidance and assign of responsibility for AWOL abatement procedures; it is applicable to 118<sup>th</sup> Maintenance Company (DS) and is effective upon receipt.

## 3. Duties and Responsibilities

a. Commander.

(1) Has overall responsibility for the unit's AWOL abatement program and activities.

(2) Reviews and determines final disposition on the AWOL soldier based on the report compiled by the AWOL Abatement Team.

b. AWOL Abatement 1SG is the 118<sup>th</sup> First Sergeant (1SG). He coordinates and directly supervises all AWOL Abatement Team activities.

(1) He appoints the AWOL Abatement Team members.

(2) The 1SG selects members who are credible themselves and are familiar with abatement procedures.

(3) The 1SG can establish more than one team and appoint an Assistant Team Leader for each group.

### 3. Recovery Procedures.

a. Step #1: the purpose is to attempt contact with the allegedly AWOL soldier. Do not presume the soldier is AWOL; absence from appointed duty place and time may be due to mitigating circumstances.

(1) First attempt will be telephonic to last known home or work numbers, or both, if necessary. If successful, notify the soldier he/she that they are required to be present for that particular scheduled activity, i.e., Drill, Annual Training, SUTA, etc., and ask them specifically what the reason is for their nonattendance at the scheduled activity.

(2) If the soldier has a valid reason for the absence, prepare a RTA IAW the Attendance SOP.

(3) Document this attempt using a Memorandum for Record, submitted to the 1SG.

b. Step #2: a personal visit to soldier's home or workplace.

(1) It is critical that the AWOL Abatement Team members exercise tact and sound judgment in this situation. **An AWOL Abatement Team does not have law enforcement authority.** The AWOL Abatement Team must respect rights of privacy and private property. Again, the only purpose of the home visit is to attempt communication with the soldier.

(2) If no contact is made at soldier's last known residence or place of employment, return to OTAG and prepare a Memorandum for Record, submitted to the 1SG.

c. Step #3: If telephone and personal visit to the soldier's residence and place of employment are unsuccessful, the 1SG acquire the missing soldier's DD Form 93 – Record of Emergency Data from the HHD Operations NCO. He will then attempt to notify their next of kin for the sole purpose of determining the whereabouts of the soldier.

d. Step #4: After the AWOL is confirmed and the soldier is either unrecoverable, cannot be located or, refuses to come to drill, the Commander sends an AWOL letter (Appendix A) by certified mail.

(1) If the AWOL soldier has accrued 9 periods or more of absences or missed any active duty orders, 118<sup>th</sup> Operations NCO forwards the signed request for AWOL discharge to CAMP-EPMS. Ensure all documented paperwork is enclosed and that the request for discharge is signed by the Commander IAW NGR 600-200, paragraph 8-27f.

4. Processing the AWOL Discharge.

a. Required documents.

- (1) CA ARNG 600-2-R – Request for Discharge of Enlisted Member.
- (2) Copies/returned certified AWOL letters to soldiers last known mailing address.
- (3) Memorandum for Record on recovery attempt procedures signed by the Commander.
- (4) If AWOL soldier hasn't been reduced to the lowest possible rank, enclose request for further reduction if applicable.
- (5) Initiate NGB 602 – Bar to Reenlistment/Extend.

The proponent of this SOP is the Commander, 118<sup>th</sup> Maintenance Company (DS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, 118<sup>th</sup> Maintenance Company (DS).

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Appendix A: AWOL Letter  
Appendix B: CA ARNG 600-2-R